

# SONGWRITING CAMP HANDBOOK



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# WELCOME TO CAMP



Welcome to the Country Music Hall of Fame and Museum's Songwriting Camp. This handbook is meant to ensure that Camp participants and their families have all the information they need to have a fun, enriching experience. In these pages, you will find answers to many of your questions about what to expect at Camp.

Additionally, during the week of Camp, staff will send daily reminders and updates through the **Remind app** ([download the app](#)). Guardians will receive an invitation via email and/or phone the week prior to Camp. If your child has a phone and would like to receive Remind updates, they are also welcome to join in the app as a student.

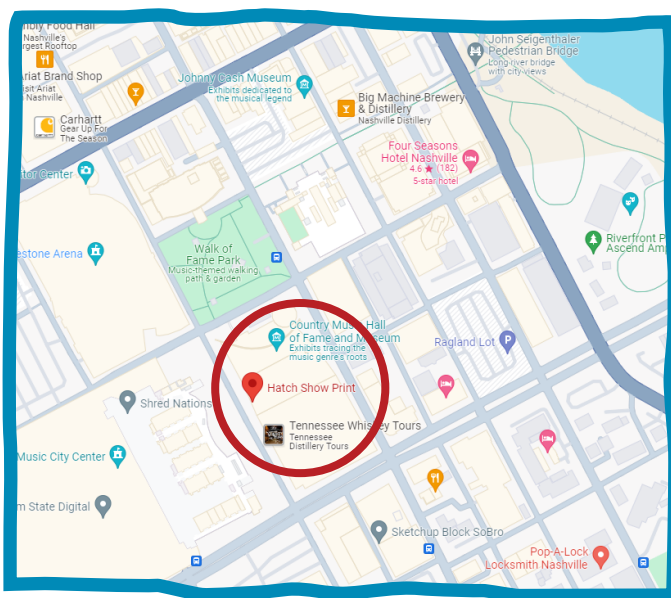
Please email us at [camp@countrymusichalloffame.org](mailto:camp@countrymusichalloffame.org) if any questions remain—we're here to help!

# CAMP HOURS & ARRIVAL

## Camp hours are:

Monday through Friday, 9:00 a.m. to 4:00 p.m. (Drop-off time is 8:45–8:55 a.m.)  
Saturday, 8:00 a.m. to 11:00 a.m. (See Camp Showcase page for more details.)

- Drop-off and pick-up take place at the Hatch Show Print entrance of the Museum, located at 224 Rep. John Lewis Way S., Nashville, Tennessee 37203 between Demonbreun Street and Korean Veterans Blvd. Look for the Hatch Show Print sign.
- Please do not leave your car unattended on Rep. John Lewis Way S. Should you need to park and come into the building, parking lots are available around the Museum. Click [here](#) for parking options.
- Staff will be outside the Hatch Show Print entrance on Rep. John Lewis Way S. to assist with drop-off and pick-up.
- If you have any travel delays or issues, please call the Camp phone number listed in the back of this handbook.
- Please note that on Wednesday, drop-off takes place at Historic RCA Studio B.

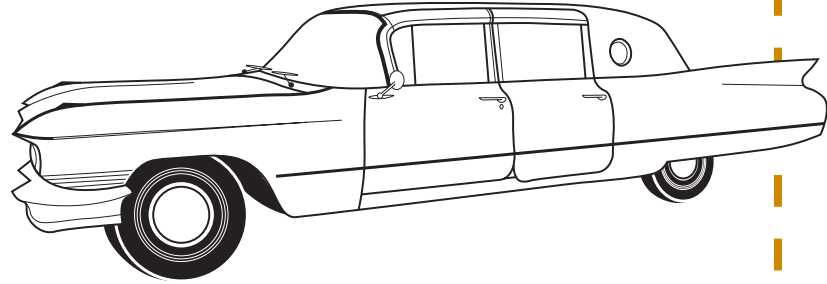




# CAMP PICK-UP

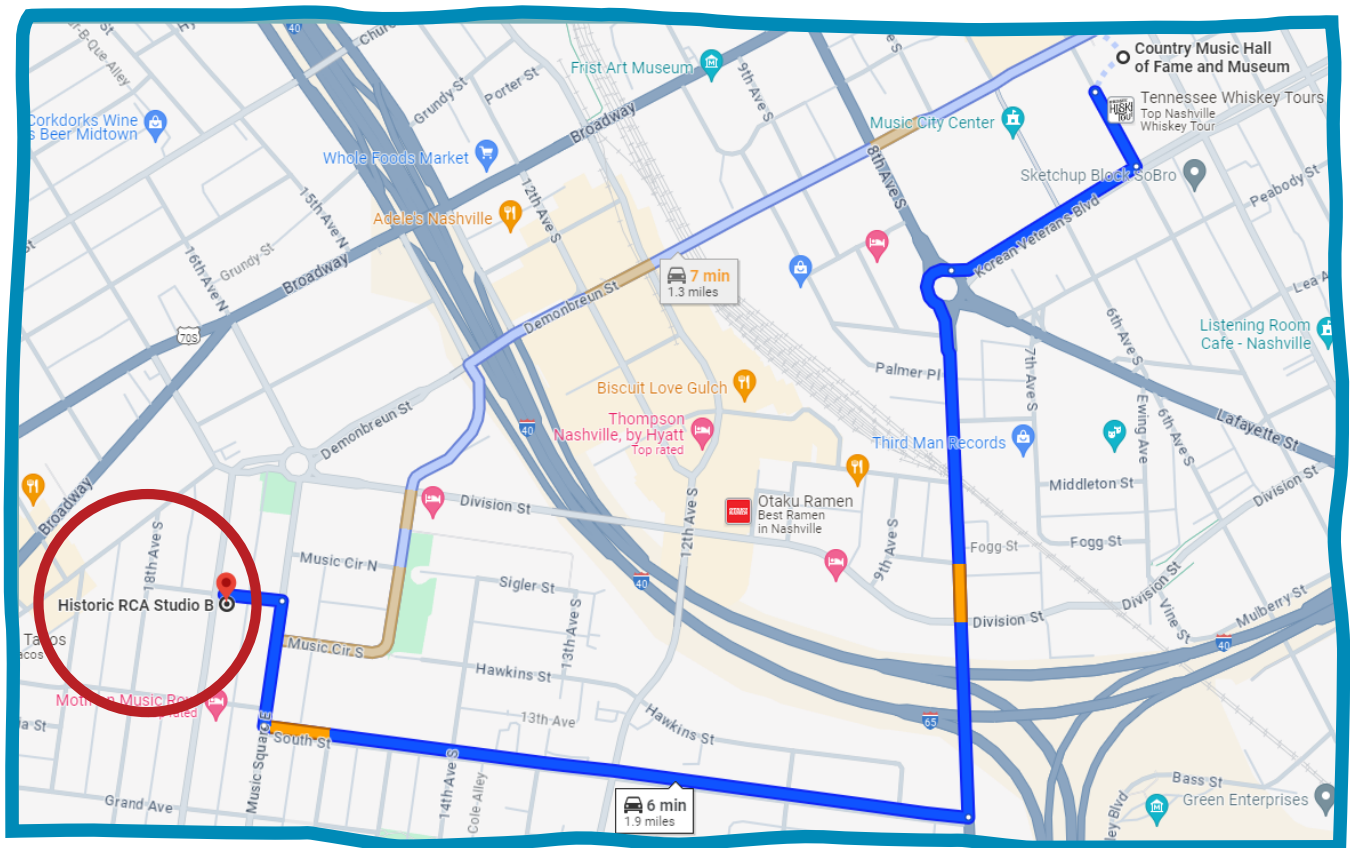


- Pick-up runs from 4:00 p.m. to 4:15 p.m. Camp staff will make sure that your camper gets to your car safely.
- Campers will only be released to adults listed on the final registration form.
- Each camper will receive a **numbered car window tag** to hang from their adult's rear-view mirror at pickup. When picking up their campers, adults should always display this numbered tag from their rear-view mirror. Camp staff will release campers only to those vehicles displaying the correct window tag.



# WEDNESDAY AT HISTORIC RCA STUDIO B

- Wednesday drop-off takes place at 8:45 a.m. at Historic RCA Studio B, located at 1611 Roy Acuff Place, Nashville 37203.
- Following a studio tour and program, campers will ride the Museum's bus back to Camp.
- Pick-up on Wednesday takes place at Hatch Show Print, as usual.



# WHAT TO BRING

- **Lunch**

- Most campers opt to bring their own lunch, Monday through Friday.
- Refrigerators and microwaves are **not** available.
- **Box lunches are available for purchase upon registration.**
  - Purchased lunches include a sandwich (select between turkey or ham) or a vegetarian option (hummus and vegetables), plus chips and a cookie.
  - The option to purchase lunch will remain available until three weeks prior to the start of camp.

- **Snacks**

- Campers are welcome and encouraged to bring their own snacks.

- **Refillable Water Bottle**

- Filtered water fountains are available.

- **Instrument**

- Campers who play an instrument are encouraged to bring it each day. Campers may use instruments available at the Museum, including acoustic and electric guitar, lap steel guitar, banjo, electric bass, mandolin, ukulele, and keyboard.

- **Comfortable Clothes and Shoes**

- Please note that the Museum may be cold.

- Notebooks, folders, and pens/pencils will be provided. Campers are encouraged to bring their own **journals, sketchbooks, tablets, other electronic devices** for songwriting, etc.



# CAMP MENTORS

- In addition to working with [Camp staff](#), each camper will have the opportunity to work one-on-one with a Camp songwriting mentor.
- Each camper will be paired with a mentor who can best meet the camper's learning needs and complement their skill set.
- Each camper will also work in small group settings (with up to five other campers) with their mentor.
- Camp mentors are highly accomplished professionals with extensive music industry experience. Campers are encouraged to ask their mentors questions about songwriting and performance, solicit career advice, and receive feedback and guidance with open minds.
- Campers are expected to thoughtfully consider their mentor's feedback and suggestions regarding writing, recording, and performing their original song.
- We welcome campers to engage with and ask questions of all the mentors (in addition to their own), but to use discretion in choosing the time and place. When in doubt about how to approach mentors other than their own, campers should speak with Camp staff for help in finding the right moment.



Songwriting mentor Paulina Jayne (right) coaches a camper on her lyrics.



# GUEST ARTISTS

- Campers will learn from guest artists and industry professionals.
- Campers are expected to conduct themselves professionally during these interactions.
- Out of respect for our guests, campers must refrain from any of the following:
  - Asking guests for their contact information.
  - Asking guests to listen to their music.
  - Sharing their contact information, social media, or recorded music with guests (unless explicitly invited to do so by the guest).
  - Taking selfies (unless invited by the guest).



Monument Records recording artist Alex Hall engages in a Q&A with campers in the Museum's Ford Theater.

# SATURDAY CAMP SHOWCASE

- The Camp Showcase is the culminating experience of the week. By registering for Camp, campers and their accompanying adults commit to participating in the Camp Showcase until its end at 11:00 a.m. on Saturday.
- The Camp Showcase is free and open to the public. Families and friends are welcome to attend.
- The Camp Showcase takes place on the Saturday of Camp from 9:15 a.m. to 11:00 a.m. in the Museum's Ford Theater, located on the first floor near ticketing.
- On Saturday, campers must arrive by 8:00 a.m. at Hatch Show Print. Please note that the Museum does not open until 9:00 a.m. After drop-off, families are welcome to wait in the Omni Hotel lobby or Bongo Java coffee shop.
- Each camper will perform one original song, written during the week at Camp. In effort to accommodate twenty-five performances, **each camper must limit their entire performance time to three minutes.**
- Campers are encouraged to wear comfortable, professional stage attire.
- Each camper and their family will receive one parking spot in the Museum's parking garage.
- A professional video recording of the Camp Showcase will be made available in the weeks following Camp.
- The Camp Showcase will not be livestreamed.





# RELEASE FORMS



- Campers who have applied and been accepted to Songwriting Camp will receive an email prompting them to complete media release and songwriter agreement forms.
- These release forms give the Museum permission to use campers' photos, videos, and songs for marketing and educational purposes. Campers and their co-writers retain full ownership of their songs.
- **Campers' parents/guardians must sign and return all release forms as a pre-condition to Camp participation.** Applicants who decline to sign these forms will forfeit their place in Camp and receive a refund.
- Before applying to Camp, parents/guardians may review these release forms, which are included on pages 12 and 13. Please email Camp staff with any questions or concerns.





# RELEASE FORMS



## Country Music Hall of Fame® and Museum SONG, PHOTO, AND VIDEO RELEASE

While your child is engaged in programming at the Country Music Hall of Fame and Museum, their artistic contributions and the songs created during the program or prior to the program, may appear in photographs, video, or audio footage that the Country Music Hall of Fame and Museum may use in its informational and promotional materials (such as Country Music Hall of Fame and Museum social media, YouTube, and website) or share with media outlets such as the radio, television, or internet. These materials help provide the public with information about programs at the Country Music Hall of Fame and Museum, allow students the opportunity to have their work aired via various media outlets, and are used to help Country Music Hall of Fame and Museum raise money to support its educational mission. Please note that although permission for use of photographs, video, artistic contributions, or audio footage of your child is voluntary, once consent is provided by signing this form, it cannot be withdrawn. Also, the Country Music Hall of Fame and Museum is a nonprofit organization and will not be able to provide monetary compensation for its use.

I hereby grant permission to the Country Music Hall of Fame and Museum to use my child's likeness as it appears in photographs, audio, and audio-visual recordings, and/or their artistic contributions as provided herein. Artistic contributions includes songs, recordings, and materials created during the program or prior to the program as provided herein in connection the Country Music Hall of Fame and Museum, the Museum's programs and mission-based endeavors, and promotion of the Country Music Hall of Fame and Museum in any and all mediums. I acknowledge the organization's right to crop, treat, or edit the photograph, audio, or video footage at its discretion. I acknowledge that the Country Music Hall of Fame and Museum may choose not to use any photographs, recordings, or artistic contributions (i.e., songs, recordings, and related materials) at this time, but may do so at its own discretion at a later date. I acknowledge the Country Music Hall of Fame and Museum will not provide monetary compensation for its use of the photographs, recordings, and/or artistic contributions, such as songs or related materials created during or prior to the program.

For clarity, if your child writes the words and music to a song, a portion of the words and music of that song created by your child will be owned by your child. Your child will own an equal portion of the words and music of that song with all other writers in the creative process in equal shares. For example, if there are 4 songwriters including your child, your child will own 25% of the words and music of that song. You and your child grant the Country Music Hall of Fame and Museum the gratis royalty-free right and license (but not obligation) to use, exploit, perform, record, and license your child's share of the words and music of that song, or the whole song if written prior to the program, in and in connection with the Country Music Hall of Fame and Museum, the Museum's programs and mission-based endeavors, and advertisement, promotion, and publicizing of the Country Music Hall of Fame and Museum in any and all mediums now known or hereafter devised in perpetuity throughout the world.



# RELEASE FORMS



## Country Music Hall of Fame® and Museum STUDENT SONGWRITER AGREEMENT

If you write words and music of a song, you will own a portion of the words and music of the song you write. You will own an equal portion of the words and music of that song with all other writers and participants in the creative process. For example, if there are 4 songwriters and participants, including you, you will own 25% of the words and music of the song you write.

You grant the Country Music Hall of Fame and Museum (the “Museum”) the gratis royalty-free right and license (but not obligation) to use, exploit, perform, record, and license your share of the song in and in connection with the Museum, the Museum’s programs and mission-based endeavors, and advertisement, promotion, and publicizing of the Museum in any and all mediums now known or hereafter devised in perpetuity throughout the world.

As a co-creator of the words and music of a song, under copyright law you have an obligation to credit and share any income you receive from your use of the words and music of the song to your fellow co-writers and co-creators. To ensure that all co-writers and co-creators are properly credited, and any income received from the song is shared properly, the Museum would like to keep record of the song’s use, license the song on your behalf, and if the words and music of the song are recorded by a third party, collect any related income on your behalf and then pass that income to you directly. In order to do this, you grant the Museum the right to exclusively administer the song. If you wish to administer the song in the future, you can reach out to the Museum. While the Museum will keep track of and license the words and music of your song, it is your responsibility to make sure that you are properly registered with a performing rights organizations.

If the Museum is presented with an opportunity to commercially exploit the song, the Museum will act as your administrator and grant a license on your behalf. If the Museum receives over \$500.00 income from the commercial exploitation of the words and music to the song you co-write, the Museum will contact you and provide payment to you for your share of the income, less any applicable administration and third-party fees and expenses. If the Museum cannot get in touch with you, the Museum will hold your share of the income and upon you contacting the Museum, will pay your any share that is due to you. If the Museum creates a recording of the song, the Museum will own the audio recording and grants you a gratis license to use any recording provided to you in non-commercial manner, such as sharing with friends and family and posting on social media (provided no such use is monetized). Neither you nor the Museum shall publish the recording to streaming platforms (ex. Spotify or Soundcloud) or online stores and/or websites (ex. Amazon or iTunes) that distribute audio and/or audio-visual recordings. The Museum may exploit the recording and audiovisual recordings in a non-commercial manner in and in connection with the Museum, the Museum’s programs and mission-based endeavors, and advertisement, promotion, and publicizing of the Museum in any and all mediums now known or hereafter devised, including, without limitation YouTube, in perpetuity throughout the world. You grant the Museum all rights in your contribution to any recording or audio-visual recording created by the Museum. You grant the Museum the right to use your name, photograph, and likeness in connection with the song and/or recording.



# SAMPLE SCHEDULE



## Monday Hometown Day

- 8:45AM** Arrival
- 9:00AM** "About Me" Activity
- 9:30AM** Welcome to Camp
- 10:30AM** Songwriting Lesson
- 11:15AM** Group Co-Write
- 12:00PM** Lunch
- 12:30PM** Gallery Tour in American Currents
- 1:00PM** Intro to Art Project
- 1:45PM** Instrumental Technique
- 2:30PM** Focused Creative Time
- 3:30PM** Review Next Day Agenda
- 3:45PM** Depart

## Tuesday Museum T-Shirt Day

- 8:45AM** Arrival
- 9:00AM** Free Writing
- 9:30AM** Intro to Mentors
- 10:00AM** Mentor Co-Write
- 11:15AM** Mentor Group Performance
- 12:00PM** Lunch
- 12:30PM** Vocal Techniques
- 1:00PM** Hatch Show Print
- 1:45PM** Songwriting Lesson
- 2:30PM** Focused Creative Time
- 3:30PM** Review Next Day Agenda
- 3:45PM** Depart

## Wednesday Favorite Band Day

- 8:45AM** Arrival
- 9:00AM** Studio B Tour
- 10:30AM** Focused Creative Time
- 11:00AM** Guest Artist
- 12:00PM** Lunch
- 1:00PM** Creative Time with Mentors
- 3:30PM** Review Next Day Agenda
- 3:45PM** Depart

## Thursday Silly Accessory Day

- 8:45AM** Arrival
- 9:00AM** Elective
- 10:00AM** Music Career Panel
- 11:00AM** Recording Workshop
- 12:00PM** Lunch
- 12:30PM** Creative Time with Mentors
- 3:30PM** Review Next Day Agenda
- 3:45PM** Depart

## Friday Express Yourself Day

- 8:45AM** Arrival
- 9:00AM** Goals and Agenda
- 9:15AM** Yoga + Mindfulness
- 10:00AM** Soundcheck + Demo Recordings
- 12:00PM** Lunch
- 1:00PM** Demo Recording + Gallery Tour + Creative Zone
- 3:00PM** Survey
- 3:30PM** Review Next Day Agenda
- 3:45PM** Depart

## Saturday Performance Attire

- 8:00AM** Arrival
- 8:15AM** Group Warm-up
- 9:00AM** Doors Open
- 9:15AM** Performance
- 10:45AM** Goodbyes



## FAQ

### **Q: May campers drive themselves to Camp?**

**A:** Yes, campers with a driver's license may park in the Museum garage during Camp, pending availability. Interested families will be notified about availability one week prior to the start of Camp.

### **Q: May campers use ride share or public transportation to get to and from Camp?**

**A:** Camp staff may not release minor campers to ride-share drivers like Uber or Lyft. Only pre-confirmed adults may pick up campers. Campers may take public transportation based on availability of staff to walk students to and from bus and/or train stops. Prior arrangements must be made. Please contact us at [camp@countrymusichalloffame.org](mailto:camp@countrymusichalloffame.org) to arrange alternate transportation options.

### **Q: May campers promote themselves and their brands at Camp?**

**A:** Campers are welcome to share their music, websites, and social media with each other. However, campers may not use the Camp Showcase (or any public-facing spaces) to solicit tips or donations. Campers must also refrain from promoting themselves to guest artists unless invited to do so. If in doubt, please ask a Camp staff member.

### **Q: When will we receive recordings, photos, and the Camp showcase video?**

**A:** Most audio recordings will be made available in the days following Camp and upon the completion of a brief exit survey. Photos will be shared within a couple of weeks. The Camp Showcase video can take up to ten weeks to edit and share. Thank you for your patience.

### **Q: Can campers release the demo recording they recorded at Camp?**

**A:** Campers may share their demo recording with family and friends via email or social media but may not release their recordings on monetizing streaming platforms (such as Spotify or Apple Music). To release a song written in Camp, a Camper must get permission from all co-writers, including their Camp mentor. Campers must then re-record the song on their own.

### **Q: What happens if a camper gets sick during Camp?**

**A:** Sick campers should remain “home” until their symptoms begin to improve and/or they are fever-free for 24 hours. The Museum cannot pro-rate camp fees.

### **Q: Can parents and caregivers observe Camp?**

**A:** Parents and caregivers are invited to attend the Camp Showcase on Saturday. They are not permitted in Camp education spaces Monday through Friday.

# FAQ

**Q: Is there a live video feed of Camp that parents can watch?**

**A:** No.

**Q: My camper will have to miss a day of Camp. Is that OK?**

**A:** Due to high demand and in order to provide an equitable experience, campers must participate in all Camp experiences. Families who cannot participate Monday through Saturday should not register for Camp.

**Q: What health & safety precautions are in place?**

**Security:** The Museum has on-site security 24/7.

**Background Checks:** All Camp staff and mentors must pass a background check prior to Camp.

**Supervision:** Campers will be supervised at all times. Doors to practice rooms/breakout rooms will always be left open. More than one adult will be present with individual campers.

At the conclusion of each day, minor campers will only be released to a pre-authorized parent/guardian. Please contact [camp@countrymusichalloffame.org](mailto:camp@countrymusichalloffame.org) with any questions.

Policies and procedures are subject to change.





# CONTACT

Please contact camp staff with questions:

- **Email:** [camp@countrymusichalloffame.org](mailto:camp@countrymusichalloffame.org)
- **Phone:** 615.416.2097
- **Website:** [www.countrymusichalloffame.org/Camp](http://www.countrymusichalloffame.org/Camp)

